E-Learning via M*plus*
at
Konica Minolta
Business Solutions Europe
The Netherlands Office
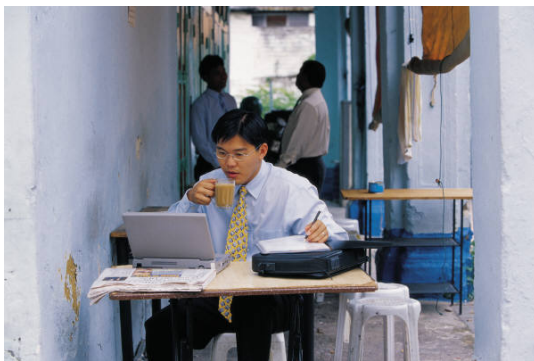
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E-Learning

The 21st century is characterised by the need for permanent learning. Nobody these days can realistically expect to learn a job in their late teens or early twenties and do the same job until retirement. Further training is vital if all of us are to meet the challenge of this on-going learning process. But how can we provide effective and efficient further training for staff all over Europe. E-learning, we believe, is the answer. This further training concept has been specially designed to meet the need for relevant, up-to-date content provided by the most efficient means in the most cost-effective manner. But what is E-Learning? You probably have heard of terms as Distance Learning, Computer Based Training (CBT), Online Learning and many others. We now supply E-Learning. E-Learning is the self study system for all training through the web using interactive training materials.

The characteristics of E-Learning are:

- Using Internet as distribution channel, which extend your study with an access to 24 hours, 7 days a week
- The student determines his or her study path, tempo, study environment and study method.
- It is being supported by a network where experiences can be shared
- Online administration: Process of personal data, payments and track & trace of the participants

For a lot of organizations it is important that the employees have the accurate knowledge and skills. Fast adaptability to new markets is essential for success.

Giving you greater flexibility

This radical departure from traditional training methods brings several significant **advantages**:

Individualised learning
The content can be customised to the needs of each participant according to the "just enough-principle". What's more, each participant enjoys, on top, the advantages of self-timed, self-paced learning. 'Learning on demand' as it were.

Fast spread of centrally updated content
One of the biggest advantages of e-learning is the speed with which the content can be revised, updated and extended centrally to meet new technical and market requirements in the local field organizations.

Greater coverage
The content reaches a much wider audience, much more quickly than was ever possible via traditional seminars or workshops.

Cost savings
E-learning reduces training and travel costs by switching the focus to home learning
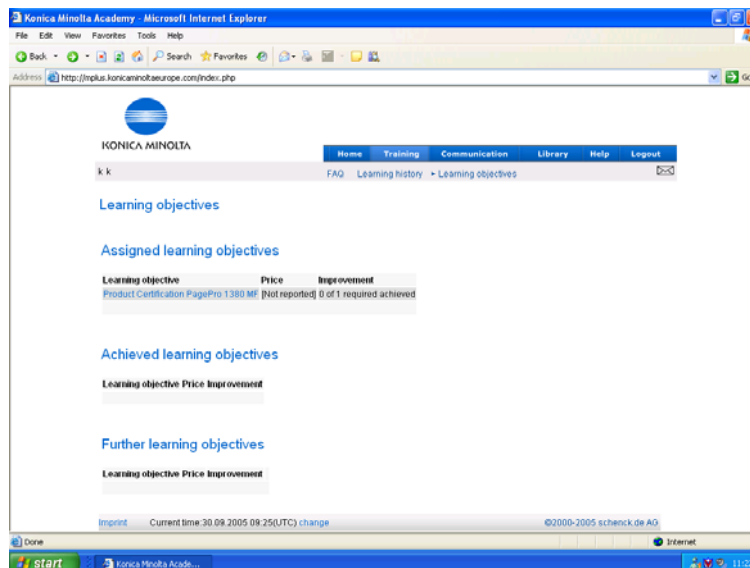
Of course, self-study demands a greater degree of discipline than the traditional participation in seminars or workshops, but for all those taking part, the rewards and return on time invested are much higher. Nevertheless, the most effective solution is an intelligent mix of self-study and face-to-face seminars and meetings.

Disadvantages

- E-learning takes a lot of self discipline of the student
- The bandwidth of internet is at the moment still to limited to download
  contents, as streaming video, in a respectable time frame.
- The success of virtual study environments only works if the guidance is
  optimum. When the students are not aware of all the user possibilities, they will
  not be active 'users'.

E-Learning at Konica Minolta Business Solutions Europe The Netherlands Office

M*Plus* is the learning platform where to find the several modules for our products, which is permanently available for M*Plus* students.
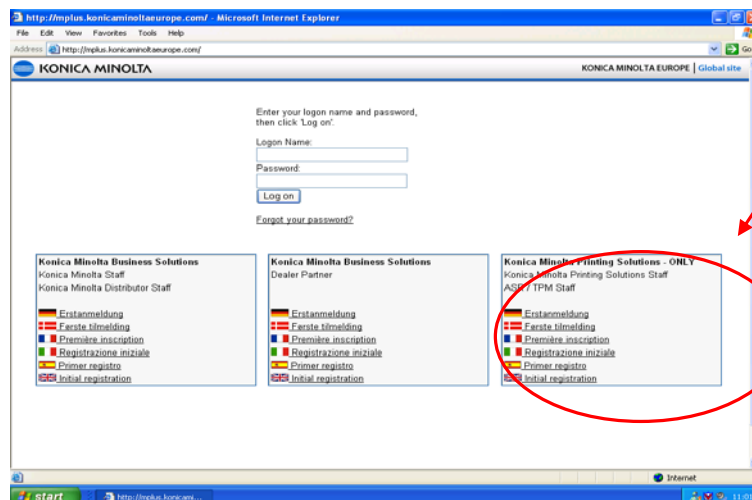

Classroom Training

In some cases it might be desirable to complete the E-learning product module with a class room "hands-on" training. These practical trainings will be on set dates and will take 1 day. These will be held in Nieuwegein, The Netherlands, are free of charge and have a maximum of 2 persons per company. When the training has some open places, it can be discussed to enrol more participants of a company. A partner or local Field Service manager, who would like to have engineers trained on site, can make a *special request* for training.
The partner or local office has to arrange all necessary printers (minimal one printer per 4 persons), projector, training room, tools, lunch etc. The training department arranges the documents (manuals), flight and hotel for the trainer.
Fee for this training consists of training costs and expenses for the trainer (hotel, travel costs and diners).
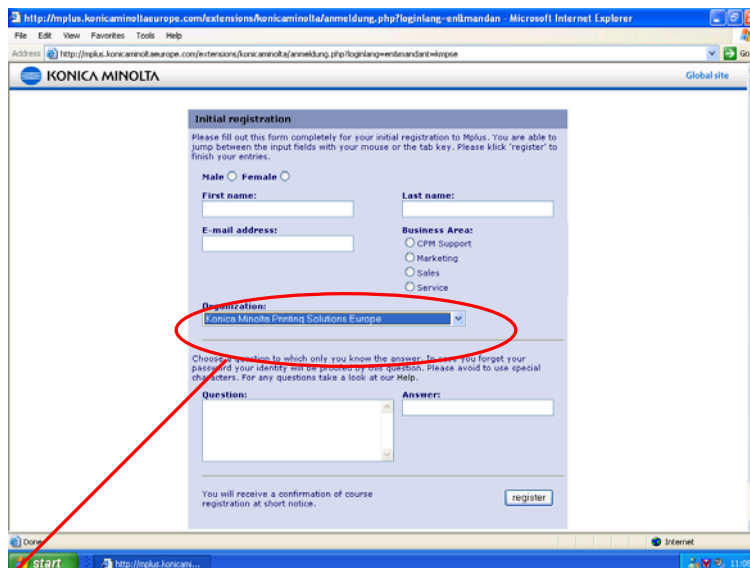
Registration for M*plus* students

To connect to M*plus*, just type the following URL in your browser:

http://mplus.konicaminoltaeurope.eu

- If you have already been a user in the LMS (Learning Module System), just use the LOGON NAME and the PASSWORD you know. If you do not remember your password (or it does not work), please use the dialogue "password forgotten" to get a new one (see below).

- If you register for the first time, please register under Konica Minolta Business Solutions Europe, The Netherlands Office.

You will have to fill out the form below. Your request will be automatically forwarded to the right person, who will accept (or decline) it. In the background you will also be attached to the appropriate point in the organizational tree. For easily getting a new password in case you forgot yours, please, define your personal Question and Answer!

Please make sure that you choose the correct organizational unit. You will find your company listed under your country.

- After sending your registration form you will immediately receive an E-Mail by the system, confirming your request. As soon as your request has been accepted, you will get another E-Mail with your logon name and password.
- When you have forgotten your password, please use the "Password forgotten" link on the entry page. You will be asked your full name and your E-Mail address. For data security reasons those must be identical with your user data in the system!

  In addition you will be asked your "personal question". Please type in the correct spelling!

  If everything is ok, you will receive an E-Mail with a new password.

  If there is an inconsistency, your request will be forwarded to your Mplus-Tutor. He will probably verify your request, before he will issue a new password for you.

A complete User Guide for Mplus is available and can be found on:
http://mplus.konicaminoltaeurope.eu/
Select: Library → Materials → Konica Minolta Document → "User guide_mplus"
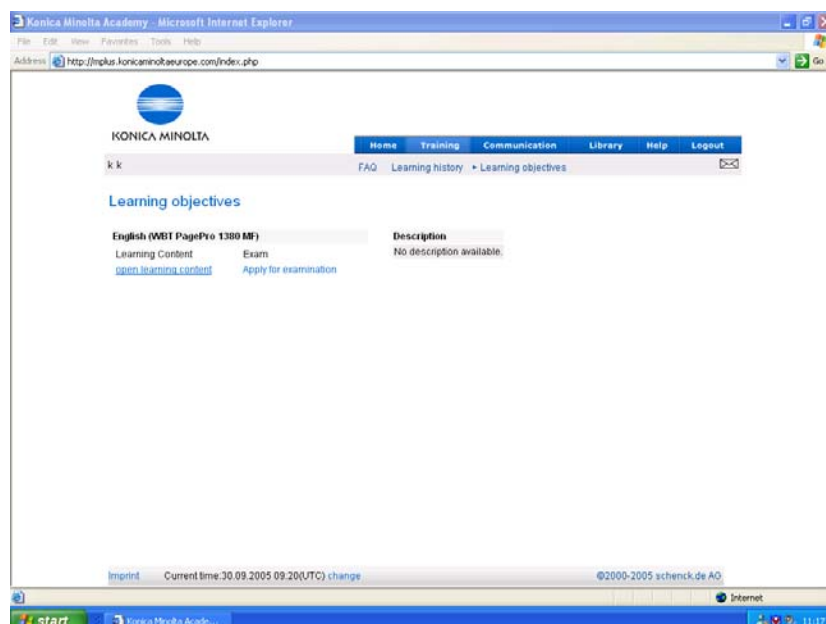
System requirements

The attached document states the requirements you need on operating system, internet access, browser settings, applications, etc.
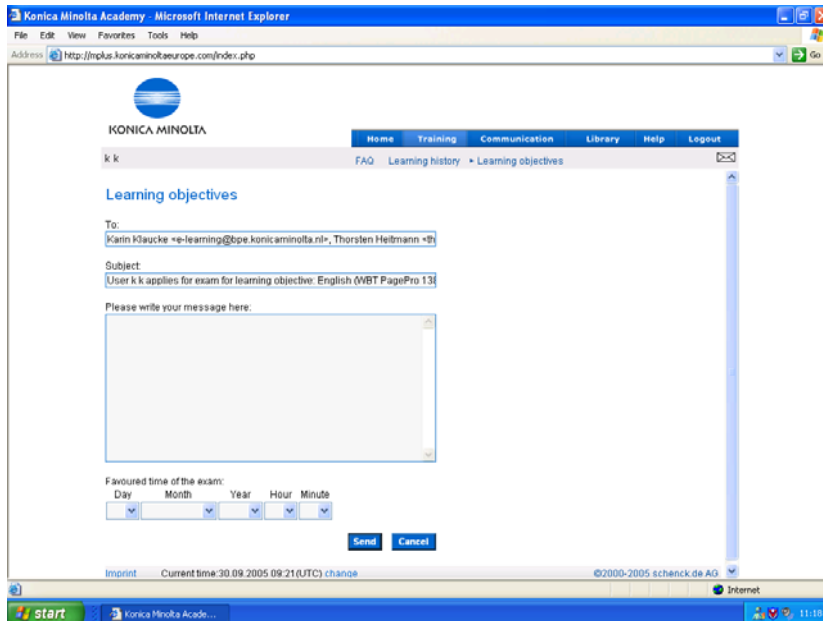
Technical
Requirement

Examination

You can do the exam at any time you wish. The enrolment for the learning objective certification needs to be activated first.

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You will be asked to fill in the date and time you wish to take the test. You will receive an e-mail of your M*plus* tutor that your enrolment for the exam has been activated.

See the user guide for additional instructions about your exam.

How to find out more

For more information on how to get involved in M*plus*, just go to http://mplus.konicaminoltaeurope.eu or get in touch with:

e-learning@bpe.konicaminolta.nl

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